

TOOLBOX TALK - ATTENDANCE & SHIFT VERIFICATION

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Date:	Project / Site:	Work Area:	Shift:
Employer / Crew:	Supervisor:	Toolbox Talk Topic:	

SIGN-IN DECLARATION - FIT FOR DUTY

By signing in, I confirm that I attended this toolbox talk, understand the work plan and hazards discussed, had an opportunity to ask questions, and am fit for duty. Fit for duty means I can perform my assigned work safely, considering any injury, illness, fatigue, medication effects, impairment, stress, or personal circumstance that could affect my work. If I am not fit for duty or am unsure, I will speak privately with my supervisor immediately after this meeting and before beginning work. No personal or medical details are required on this sheet.

#	Printed Name	Sign-In Time	Fit for Duty Yes / No	Sign-In Signature
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

END-OF-SHIFT SIGN-OUT VERIFICATION

Answer Yes, No, or N/A for each check: 1) Any injury, illness, near miss, property damage, environmental release, hazard, or safety concern not already reported? 2) Work area left safe, secure, and properly safeguarded? 3) Housekeeping complete, including tools, equipment, materials, and waste? 4) Personal locks removed or formally transferred under the applicable energy-control procedure? 5) Open permits, incomplete work, changing conditions, and outstanding hazards communicated during handover?

#	Sign-Out Time	1	2	3	4	5	Sign-Out Signature
1							
2							
3							
4							
5							
6							
7							
8							
9							
10							

SUPERVISOR FOLLOW-UP RECORD - Do not record private medical or personal details

Ref.	Worker #	Concern / Condition Reported	Immediate Action / Further Action	Status
1				
2				
3				

SUPERVISOR CLOSE-OUT

I confirm that reported concerns were addressed or entered into the applicable company process; outstanding hazards, incomplete work, permits, isolations, and required handovers were communicated; and workers were not required to record private medical or personal details on this form.

Supervisor Name:	Signature:	Time:
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This record supports - and does not replace - the employer's formal incident, hazard, environmental, isolation, impairment, and handover procedures.



1 TODAY'S FOCUS

Notice the Drift

Your attention can move before your hands stop.



2 WHY IT MATTERS

Distraction often starts quietly. A thought, noise, conversation or personal concern can pull your mind away while the task continues.

The earliest safe moment is when you first notice the drift—not after an error.

Recognizing it gives you time to pause and reconnect.

3 ASK THE CREW

- ? What are the first signs that your attention has moved?
- ? Which tasks make it easiest for your mind to wander?
- ? What helps you reconnect before work continues?

4 TODAY'S CHALLENGE



Complete three focus checks today: before starting, after an interruption and before a critical step.
Ask: "Where is my attention right now?"

5 REMEMBER...



Distraction begins before the mistake.

6 KEEP THE CONVERSATION GOING...



What sign will remind you to check your focus today?

SUPERVISOR NOTES

Date: _____

Time: _____

Location / Project: _____

Facilitator: _____

Crew in Attendance: _____

**SAFETY IS A CHOICE.
MAKE IT EVERY DAY.**





1 TODAY'S FOCUS

Pause Your Hands

If your mind moves, your hands stop.



2 WHY IT MATTERS

Our hands can continue on habit even when our attention is somewhere else.

A deliberate pause breaks the chain between lost focus and a mistake.

Pausing is not a delay. It is a deliberate control that gives the mind time to catch up.

3 ASK THE CREW

- ? What makes it difficult to pause once work has started?
- ? When is moving on autopilot most dangerous?
- ? How can leaders make a deliberate pause feel normal?

4 TODAY'S CHALLENGE



When your attention moves or the next step becomes uncertain, stop your hands, take one breath and state the next correct step.

Pause. Reconnect. Continue.

5 REMEMBER...



Your hands should never get ahead of your mind.

6 KEEP THE CONVERSATION GOING...



Where will a deliberate pause add the most protection today?

SUPERVISOR NOTES

Date: _____

Time: _____

Location / Project: _____

Facilitator: _____

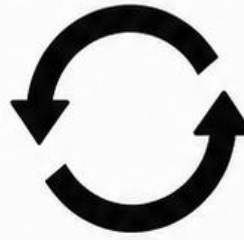
Crew in Attendance:

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**1 TODAY'S FOCUS** _____**Reset After an Interruption**

Restart the plan—not just the motion.

**2 WHY IT MATTERS** _____

Interruptions break our mental sequence. While we are away, conditions, tools or people may also change.

Returning directly to the motion can mean skipping a step or relying on an outdated assumption.

A deliberate reset reconnects attention, conditions and the correct next step.

3 ASK THE CREW _____

- ? Which interruptions are most common in our work?
- ? What can change while a task is paused?
- ? How do we know everyone is ready to restart?

4 TODAY'S CHALLENGE _____

Before restarting, ask four questions: Where did I stop? What changed? Are the controls still in place? What is the next correct step?

Reset before restart.

5 REMEMBER... _____

Restart the plan—not just the motion.

6 KEEP THE CONVERSATION GOING... _____

Which task today needs a deliberate reset after any interruption?

SUPERVISOR NOTES

Date: _____

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Location / Project: _____

Facilitator: _____

Crew in Attendance:

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1 TODAY'S FOCUS

Break the Autopilot

Familiar work still deserves full attention.



2 WHY IT MATTERS

Routine work can feel predictable. That familiarity makes it easy for the body to keep working while the mind drifts elsewhere.

Autopilot reduces our ability to notice small changes, missed steps and new hazards.

Deliberate questions bring attention back to the task.

3 ASK THE CREW

- ? Which routine tasks make it easiest to switch into autopilot?
- ? What small change could be missed during familiar work?
- ? How can a partner help interrupt autopilot respectfully?

4 TODAY'S CHALLENGE



Before a familiar or repetitive task, name the main hazard, the key control and the next critical step.

Make the familiar deliberate again.

5 REMEMBER...



Familiar hands still need a present mind.

6 KEEP THE CONVERSATION GOING...



What routine task deserves more attention today?

SUPERVISOR NOTES

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**1 TODAY'S FOCUS** _____**Help Your Partner Refocus**

A respectful check-in can prevent the next mistake.

**2 WHY IT MATTERS** _____

Focus is not only personal. We often work close enough to notice when a partner's attention has changed.

They may repeat a question, skip a familiar step, stare past the task or miss information they normally catch.

A respectful check-in brings attention back without blame.

3 ASK THE CREW _____

- ? What signs tell you a partner's attention has changed?
- ? What is a respectful way to check in?
- ? How do we make refocusing an act of care—not criticism?

4 TODAY'S CHALLENGE _____

Check in with a partner before a critical step or after a distraction.

Ask: "Are you good to continue?"

"Where are we in the sequence?"

"Do we need a reset?"

5 REMEMBER... _____

Looking out for each other includes attention.

6 KEEP THE CONVERSATION GOING... _____

Who might benefit from a quick focus check today?

SUPERVISOR NOTES

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Crew in Attendance:

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**1 TODAY'S FOCUS** _____**One Task at a Time**

Protect the step in front of you.

**2 WHY IT MATTERS** _____

Multitasking is usually rapid task switching. Every switch can break the sequence and hide a missed step.

Trying to respond to everything at once can leave the most important task without full attention.

Safe work protects the current step before attention moves elsewhere.

3 ASK THE CREW _____

- ? What causes the most task switching in our work?
- ? Which steps require uninterrupted attention?
- ? How can we reduce unnecessary interruptions today?

4 TODAY'S CHALLENGE _____

Secure the current step before responding to something else. Stop your hands, remember where you are and return to the correct step.

One task. One step. Full attention.

5 REMEMBER... _____

One task. One step. Full attention.

6 KEEP THE CONVERSATION GOING... _____

What can we remove today so focus stays on the task?

SUPERVISOR NOTES

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Crew in Attendance: _____

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**1** TODAY'S FOCUS _____**Finish Focused**

Carry the habit into every shift.

**2** WHY IT MATTERS _____

Attention can be hardest to protect near the end of a shift or week. Fatigue, plans for home and the urge to finish can pull our mind away.

The final task deserves the same attention as the first.

Strong crews finish deliberately and carry good focus habits forward.

3 ASK THE CREW _____

- ? When is it hardest to stay fully present?
- ? Which focus habit helped you most this week?
- ? How can we carry that habit into the next shift?

4 TODAY'S CHALLENGE _____

Before the shift ends, complete one final focus check and choose one habit to continue next week.

Finish with purpose. Start the next shift ready.

5 REMEMBER... _____

Mind on task. Work safe. Go home.

6 KEEP THE CONVERSATION GOING... _____

Which focus habit will you carry into next week?

SUPERVISOR NOTES

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